

Bus Aide

Team	AQ School Sunnybank
Location	Sunnybank
Manager	School Bus Team Leader

Purpose

The purpose of this position as Bus Aide is to supervise students travelling on the school bus and work together with the Bus Driver in ensuring the safe transportation of students to and from school at Autism Queensland.

Responsibilities

Transportation and Supervision of Students

- Provide active supervision, care and support of students as they board, travel on and exit the bus.
- Take reasonable care to protect and ensure the health and safety of everyone on the bus.
- Understand and adhere to the requirements Queensland Department of Transport & Main Roads legislation and regulations as well as Autism Queensland policies and procedures.
- Practice positive behaviour support techniques in communication and interaction with children who travel on the bus and liaise directly with School staff around any issues.
- Actively supervise students in school grounds prior to school commencing until school staff have commenced supervision and verbally confirmed it is safe for bus staff to end supervision.
- Ensure school grounds are safe and free from hazards.

Teamwork and Reporting

- Regularly attend to and ensure timely response to information relevant to the role which includes, but is not limited to emails, team meetings, and AQ policies, procedures, and guidelines.

- Actively participate in all team meetings and required training, learning and development.
- Work cooperatively together with Bus Driver and all members of the AQ School Team.
- Communicate appropriately with parents of students as required or advised by School administration.
- Report critical incidents immediately and report and document all behaviour incidents prior to commencement of next shift.
- Report immediately to the Bus Driver any vehicle related safety concerns such as defects with vehicle or equipment.
- Report any potential health & safety risks immediately such as unsafe working conditions or those that are observed on school grounds.

Vehicle Maintenance

- Work with the Bus Driver to ensure the vehicle is maintained (interior & exterior) in a clean and tidy condition.

Key Performance Indicators (KPIs)

- Minimal complaints from parents and/or carers.
- Cooperative interaction with and positive feedback from all members of the School Transport Team and administration.
- Cleanliness and maintenance of bus and all equipment.
- Timely reporting of and appropriate response to incidents.
- Active supervision of and positive communication with students in playground.
- Consistent attendance at and participation in meetings and professional development.
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures.

Requirements

Qualifications:

- Light Rigid Driver's Licence and/or Industry Authority Licence (highly desirable).

Experience:

- Experience in escorting and/or transportation of children or community groups (highly regarded).
- Proven ability to provide positive behaviour support to children with autism or other disabilities.

Skills knowledge & capabilities:

- Ability to communicate sensitively and respectfully with students, parents and staff.
- Proven ability to work cooperatively and effectively within a team environment.
- Demonstrated understanding of the health & safety risks and requirements associated with this position.

Additional requirements:

- School term time position with Annual Leave to be taken in school holiday periods.
- Observation of all WH&S requirements including appropriate work attire with closed in shoes.
- Blue Card Working with Children Check (WWCC paid workers).
- Current, recognised Provide First Aid including Provide CPR qualification.
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You".

Last Reviewed	26/05/2025
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